

Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040045-7

Effective
Speaking
1956

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C-O-N-F-I-D-E-N-T-I-A-L

15 August 1956

MEMORANDUM FOR: All Training Officers

SUBJECT: Effective Speaking I.5 (Class #1)

REFERENCE: OTR Catalog

1. We wish specifically to call your attention to Class Number 1 of the Effective Speaking course to be taught by

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Usually, an announcement of this kind appears in the Courses, Activities, and Programs section of your OTR Bulletin. However, we will appreciate your making a special effort in presenting to your component supervisors and other personnel the facts concerning Class Number 1 of this course. For that reason we are making this special announcement.

2. Effective Speaking (formerly titled Intelligence Briefing) is course I.5 in your OTR Catalog. Class Number 1 will be offered during the 6-week period, 10 September to 17 October, from 0930 to 1130 hours on Mondays and Wednesdays (total 24 hours). The maximum registration is 20 students.

3. The course is designed for officers in all components of the Agency who may be responsible for intelligence briefing or other forms of oral presentation. Early sessions in the course emphasize basic principles and fundamentals of public speaking. Students prepare and present short speeches before the class. These are analyzed and constructive suggestions are offered in class discussion. Tape recordings made of each presentation assist both instructor and student in further analysis. Later in the course, students give longer speeches on topics related to their own responsibilities. Class critiques emphasize fine points of delivery, organization of content, proper use of graphic aids, and general effectiveness.

4. Since class will be limited to 20 students, applications in excess of this number will receive prior consideration in subsequent offerings.

5. Training requests should be submitted to the Registrar, OTR, Room 17, [REDACTED] (Ext. 3026) by the close of business 31 August.

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MATTHEW BAIRD
Director of Training

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